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**Montana
Office of Public Instruction
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MONTANA GED TESTING

Montana High School Equivalency Diploma

Requirements for GED Testing/Issuance of Diploma:

- A. Minimum test scores: A standard score of 410 on each of the five tests **AND** an average standard score of 450 on all five tests (2250 total points).
- B. Applicants may not be currently enrolled in school or have received an accredited high school diploma or have received a high school equivalency diploma.
- C. Minimum age: 17; applicants 17 or 18 years of age must provide the official GED Test Center with documentation of one of the following stipulations prior to testing:
 - 1) Letter of approval on school letterhead, originally signed by the chief education officer of the last school attended documenting the applicant's last school enrollment; or
 - 2) letter of documentation on school letterhead, originally signed by the chief education officer indicating applicant's high school class has been graduated; or
 - 3) Letter of documentation on school letterhead, originally signed by the chief education officer in the public school district in which the applicant currently resides certifying the applicant has not enrolled in the public school and has been advised of local in-school options (condition limited to applicant who last attended school out-of-state and is able to demonstrate the inability to obtain official withdrawal document for the last school attended).

Waiver of Minimum Age Requirement: An applicant 16-years of age who because of special and warranted circumstances is no longer enrolled in a regular school program may apply for a waiver of the minimum age requirement provided the following criteria can be documented (16-year old waiver applications must be submitted for review and approval to the State GED Administrator prior to testing):

1. Completed, signed and notarized 16-year old Age Waiver Application Form with required school documentation attached (1C) demonstrating consensus of applicant; school officials; and applicant's parent/legal guardian that the GED testing program is considered in the best educational interest of the applicant; and
2. Original letter from an Adult Basic Education (ABE) Director or Literacy Program Director certifying that the applicant has enrolled in/attended GED preparation classes and is academically prepared to attempt the GED Test Battery; and/or documentation from same source certifying the applicant obtained pre-test scores substantiating preparedness for the official GED Test Battery; and
3. Letter of documentation, on official letterhead, establishing applicant's need to obtain a GED at age 16, originally signed and coming from one of the following:
 - a) post-secondary admissions officer
 - b) employer requiring GED for employment purposes

Residence: Applicant must physically reside in Montana and have a Montana mailing address or claim Montana as the state of residence if tested in a military installation or in a federal correctional institution.

Requirements for Re-testing:

- A. A one-month (30 days) waiting period is required before the applicant may retake the GED test. A waiting period of three months (90 days) for the next test session with the maximum of three tests per 12-month period.
- B. Re-tests must be administered in a test form not previously taken by the examinee;
- C. Re-tests may not be administered in a sub-test section prior to completion of the entire test battery unless requested in writing by the GED chief or alternate examiner;
- D. GED candidates who previously attained a high school equivalency credential may re-test if higher scores are required for employment or admission to a post-secondary institution. Re-testing for this purpose requires prior approval from the State GED Administrator. Candidates shall show proof that re-testing is necessary by presenting a written request on official letterhead stationery signed by the agent requiring higher scores, stating the reasons for higher scores.

Method of Applying: Applicants must meet minimum age and residency requirements. Applications for testing must be completed at the nearest Official GED Testing Center; photo identification and proof of age will be required. Veterans or military personnel

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who have taken the GED Test while in the service, or individuals confined to a federal correctional facility taking the GED test in that facility, meeting age and residency requirements, must complete request an Application for the Montana High School Equivalency Diploma from the State GED Administrator's Office. The complete application form and an official score report must be sent to the GED Program, Office of Public Instruction.

Official Transcripts: GED test scores are accepted as official only when reported to the State GED Administrator by official GED testing centers; the GED Testing Service of the American Council on Education; Transcript Service of Defense Activity for Non-Traditional Education Support (DANTES); Education Testing Service (ETS); or Veterans Administration Hospitals and Centers.

Fees:

- A. Testing at Official GED Testing Centers: \$55.00; re-testing: \$14.00 for Language Arts/Writing (includes essay component), and \$7.00 per section for Language Arts/Reading; Mathematics; Science and Social Studies. Montana High School Equivalency Diplomas are awarded to only those examinees that test in the State of Montana.
- B. Official GED transcripts: There is no fee for the scoring transcripts but you must provide a stamped envelope addressed to wherever it is you want the transcript sent along with a letter of request. On the letter please provide the name that is on the transcript, social security number, date of birth and the approximate year of testing. **We do not issue duplicate diplomas.** It can be mailed to OPI; GED Program; PO BOX 202501; Helena, Montana 59620-2501.
We do not accept faxed requests for transcripts.

GED Administrator: Margaret Bowles GED Administrator
Telephone: (406) 444-4443